

Corey Brooks
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

John F. Kennedy Middle School - 0201

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and
- Be different from your school mission statement.

Mission Statement

John F. Kennedy Middle recognizes the importance of forming a strong partnership with parents and community members in order to positively impact the students in our school.

Our schools strives to implement an effective parent/family engagement by working with parents as equal partners in the educational process; implementing parent and family training opportunities; welcoming input from parents and community members to ensure we are maximizing all of our stakeholders and resources; and encouraging stakeholders to join us in the activities outlined in this plan.

Evaluation of 2016-2017 Parent Capacity Building Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Involvement Survey results, evaluate the parent trainings provided during the 2016-2017 school year.

Parent Capacity Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Parent/Student Data Meeting: Parents and their child sat together to review historical FSA Data and goal set. Parents were given resources to support academic goals.	10	<ul style="list-style-type: none"> Explicit strategies were shared with parents and students to support their child's needs such as technology resources I-ready and reading plus. Parents became aware of their child's historical data as well. 	<ul style="list-style-type: none"> Increasing the number of parent participants. 	<p>A higher percentage of our low 25 students showed winter diagnostic increases compared to the rest of the low 25 population.</p> <p>Parents walked away with a better understanding of Florida's accountability system.</p>

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Family Data Chat, Resource, and Edline Training: Parents and their child came together to review historical data and were given academic resources to support academic goals. A training on how to access and utilize Edline was also	9	<ul style="list-style-type: none"> Parents were very inquisitive and willing on how to further support their child academically. Parents experienced many "light bulb" moments during the training. Explicit strategies were shared with parents and students to 	<ul style="list-style-type: none"> Increasing the number of participants and finding a way to also have more teachers of the students in attendance. Some were able to attend that were on planning. 	<p>Many of the parents learned about how our after school tutorial programs could benefit their child academically and signed them up to attend.</p>

		support their child's needs such as technology resources I-ready and reading plus. Parents became aware of their child's historical data as well.		
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Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
FSA Parent Night: Assessment calendar was reviewed along with giving an overview of each test and how best to support your child in being successful.	19	<ul style="list-style-type: none"> Information was clear and concise in communicating with parents. We had our highest turnout for any of our parent trainings. 	<ul style="list-style-type: none"> Some of the feedback included making the PPT printout larger and giving more than a week's notice before the meeting. 	Several parents gave feedback they will refer to the materials with their children.

Evaluation of 2016-2017 Parent Engagement Staff Trainings

Using your staff training reflections, teacher evaluations, and feedback to teachers on implementation of strategies taught in staff trainings, evaluate the staff trainings provided during the 2016-2017 school year.

Staff Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Staff Parent Engagement Training: Data Chats-Parents were trained on how to view their child's data and what does it mean.	5	<ul style="list-style-type: none"> A comprehensive plan was developed in conducting parent/student data chats. 	<ul style="list-style-type: none"> Including a larger number of participants for our staff. 	As a result we conducted 5 successful parent student data chat trainings as a direct result of the collaboration and information provided in the training.

Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Staff Parent Engagement: FSA Parent Night-Parents were trained on the specifics of the upcoming FSA assessments as well as provided resources to support their child in the process.	6	<ul style="list-style-type: none"> A comprehensive plan was developed in conducting the FSA Parent Night Training Reviewed "Roadmap to planning a Parent & Family Night". 	<ul style="list-style-type: none"> Including a larger number of staff participants. 	As a result we conducted a successful parent night. As a result of collaboration in the meeting we make the training more interactive for the parents and developed more resources for parents to utilize immediately.

2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

Brief Narrative
List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School-Parent Compact.
Corey Brooks-Principal Paul Wojciechowsky-Assistant Principal Nicole Burnett-Math Coach Lakanjala Rideau-Culinary Arts Teacher Carol Cyprian-Parent
What are the procedures for selecting members of the group?
Stakeholders will be invited to attend and members will be selected to represent the diverse community. School administrators and business partners are key stakeholders. School staff are also an integral part of this group.
How will input from stakeholders be documented?
During the year, minutes will be taken during each meeting. At times emails may be sent for stakeholders giving input. Parents' feedback and input was documented in the minutes from the Parent and Families Parent Input meeting.
How will stakeholders be involved in developing the plan?
Stakeholders will be involved in the development of the PFEP plan by providing input at SAC, Parent input meeting, parent trainings, and participating in District surveys and discussion. During meetings we discuss the school's greatest needs and get viewpoints from teachers, administration, and parents. We will then discuss possible initiatives to address the specific needs. Stakeholder's input is ongoing throughout the year.
How will Title I parent and family engagement funds be used?
Title I parent and family engagement funds will be used for training for families and teacher, family dinners, child care (dances), compensation for personnel working outside of school day with parents. All stakeholders will have opportunity to give input on type of trainings, review parent feedback, and other items they would like to include in the plan and budget during the year.

2017-2018 Parent and Family Engagement Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively communicate and work with parents as equal partners in order to connect learning in the classroom to learning at home.

Staff Training #1 (First Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Teacher-Parent Communication: Teacher's will be trained on steps to making an effective parent phone communication.	August	Mr. Wojciechowsky Mr. Nance Mr. Wade Ms. Burnett Ms. Y. Williams	One of the greatest challenges at our school is classroom management. After surveying our teachers we are finding out that many are not making parent contact effectively or not making parent contact at all. The training will go over from how to obtain student phone numbers to how to properly communicate with parents to get an effective outcome.

Staff Training #2 (Second Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Staff Parent Engagement Training: Data Chats -Parents will be trained on how to view their students data and what does it mean?	September	Mr. Wade Mr. Wojciechowky	Parents and students are often not aware of their current accountability standing. This training will give our staff resources to properly communicate with parents and students about FSA Math, Literacy, Science and Civics Scores. It will also train staff on how to provide parents with the appropriate supporting academic resources.

2017-2018 Title I Annual Parent Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting. The meeting should be designed to inform parents about:

- What it means to be a Title I School;
- The school's Title I School-wide Plan;
- Parent and Family Engagement (plan), including the School-Parent Compact;
- Special programs such as Migrant Education and McKinney Vento;
- Parents' Right to Know; and
- Other opportunities for parents.

Brief Narrative
What is the date and time of the Annual Meeting?
September 13th, 2017
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).
Stakeholders will be notified of the Annual meeting via Marquee; call-out; text, flyer, newsletter.
What resources do you plan to prepare for stakeholders?
We will need to prepare the Annual Parent Night PPT the specifically relates to the needs of our school; Copies of the Parent and Family Engagement Plan and School-Parent Compact; Upcoming parent training schedule; Adaptive technology resource informational sheet will be distributed; Evaluation Forms, agenda, sign-in sheet, invitation; Child care, interpreters,
What materials/supplies are needed for the Annual Meeting?
We will need the PowerPoint provided by Title I Office, school documents, sign-in sheets, evaluation forms, projector, computer, microphone, copies of handouts, etc., Post It Boards, Markers, Pens.
How do you plan to reflect on the effectiveness of the Annual Meeting?
Administration will reflect on the effectiveness of the Annual Meeting by having participants fill out evaluation/feedback forms at the end of the meeting, and discussion. Leadership will take the suggestions provided by the parents and implement their ideas into our PIP and Compact.
Note: You must provide evidence of the implementation of the Annual Meeting. (Invitation, agenda, sign-in sheets, minutes and verification)

2017-2018 Parent Capacity Building Trainings

Describe the trainings you will offer parents that will build their capacity to support learning at home to improve student academic achievement. Parent trainings must focus on specific teaching and learning strategies that parents and families can use at home to help their child. Evidences that will be submitted through eBox include the invitation, agenda, sign-in sheets, handouts, evidence of parent and family interaction, evaluations, and reflection.

Parent Capacity Training # 1 (First Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Parent/Student Data Meeting: Parents and their child sit together to review historical FSA Data and goal set. Parents will be given resources to support academic goals.	<ul style="list-style-type: none"> Parents can have a true understanding of their child's academic level in Math, Reading, Science and Civics 	September 6th, 2017	Mr. Wojciechowsky and Mr. Wade	PPT, student historical data, chrome books

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Parent Homework Support Training: Parents will be coached by teachers on specific content support for their child at home.	<ul style="list-style-type: none"> Parents feel more comfortable supporting their child at home with their homework. 	November 8th, 2017	Mr. Wojciechowsky and Mr. Wade	PPT, content area teachers, chrome books.

Parent Capacity Training # 3 (Third Trimester – required for elementary schools, optional for secondary schools)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
FSA Parent Night: Assessment calendar will be reviewed along with giving an overview of each test and how best to support your child in being successful.	<ul style="list-style-type: none"> Parents will be able to better support and prepare their child for the upcoming state assessments. 	January 17th, 2017	Mr. Wojciechowsky and Mr. Wade	PPT, content area teachers, chrome books.

2017-2018 Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal** (for example: Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department).

Partnership # 1

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
DATA: Drug Abuse Treatment Association	Program counsels students with specific emotional needs. Helps students foster the skills necessary so they can become responsible, productive members of their community.	A DATA counselor works full time at JFK Middle and documents all student interaction.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As Needed

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Multicultural Department	Department assists with teacher training for our ELL population.	Training agendas, teacher sign ins, invites, emails.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
ESE Department	Department assists with teacher training for our ESE population	Training agendas, teacher sign ins, invites, emails.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

2017-2018 Communication

After reflecting on your 2016-2017 Title I Family Involvement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences that may be uploaded in eBox include agendas, sign-in sheets, minutes, evaluations, Edline screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication		
Describe how school will inform parents about timely information about the Title I programs.	List frequency and timeline	How will school ensure information was shared?
Parents will be notified of Title I Program (Annual Meeting, tutorial programs, parent trainings, parent conferences, etc.) via flyers, call outs, text messaging, social media and marquee notification.	Bi-Weekly	Sign in sheets, marquee photos, phone call out scripts/transmissions.
Describe how school will inform parents about curriculum at the school, forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.	List frequency and timeline	How will school ensure information was shared?
Parents will be notified by flyers, call-outs, text messaging, social media and marquee notification. Also through Open House, Curriculum Nights, Progress Reports, report cards, Diagnostic assessment report, Edline, and Parent conferences. Trainings that will focus on assessment and curriculum.	Monthly	Sign in sheets, marquee photos, phone call out scripts/transmissions, agendas, PPT's, and minutes.
Describe how school will inform parents about opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.	List frequency and timeline	How will school ensure information was shared?
Parents will be invited to attend SAC meetings, parent conferences, ELL Plan,s and IEP meetings to be part of the decision making process as it relates to their child's education.	Monthly	Conference notes, Sign in sheets, marquee photos, phone call out scripts/transmissions, agendas, PPT's, and minutes.

2017-2018 Accessibility

It is important to address barriers that hinder parents' and families' participation in activities. After considering your 2016-2017 Title I Family Involvement Survey results and information gathered at your parent input meetings, describe how your school will provide opportunities for participation in all activities. Evidences that may be uploaded in eBox include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations.

Brief Narrative
Parents and families with limited English proficiency
At meetings have CLF present during parent trainings, and parent conferences to communicate effectively with parents in their native language. CLFs translate all written parent communication.
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)
Parents are surveyed on their needs and depending on their disabilities, accommodations are made to ensure that they can actively participate in their children's learning. Home visits/conferences, interpreters, ramps, ESE Contact available during all meetings, etc. are some of the supports that can be put in place to assist parents and families. In the event that a family is in need of additional support, we will reach out to district support for any type of support needed depending on the disability.
Parents and families engaged in migratory work
Parents of migrant students are invited to all meetings. CLFs are present at all meeting and translate all communication in the parent's' native language. Migrant parents are surveyed on their needs when their child enters our school, so that the school may provide the resources and information needed through the ELL Coordinator, CLFs, and Migrant Liaison, and Multicultural department as needed.
Parents and families experiencing homelessness
Provide support for families experiencing homelessness through our guidance counselors, and other school staff to connect them to information and resources needed. School staff will also assist families experiencing homelessness by making connections with District staff (MVP - McKinney Vento Program) for additional and appropriate resources as needed.

Other Activities (Optional)

List other activities that are planned to strengthen parent and family engagement at your school.

Activity # 1

Name of Activity	Brief Description	Frequency
Parent Grade Level Assemblies	Invite parents at the beginning of the school year to attend grade level assemblies similar to ones held for their child to explain expectations and procedures.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Activity # 2

Name of Activity	Brief Description	Frequency
Academic Night: Open House	Academic Night open house will be held so that parents can receive information on each of their child's individual academic classes.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Activity # 3

Name of Activity	Brief Description	Frequency
		<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

Uploads

Please prepare evidences below. Directions on how these documents will be collected is forthcoming.

- Evidence of Parent Involvement in the Development of the School Parent and Family Engagement Plan (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Parent-School Compact (Final in all languages)

Resources

Support resources are available on the Title I SharePoint site under the Resource tile. Go to Annual Requirements/Parent and Family Engagement Plan. In this folder you will have access to editable documents to support the development of your school's Parent and Family Engagement Plan.

- Parent Input Meeting Invitation
- Parent Input Meeting Agenda
- Parent Input Meeting Sign-in Sheets
- Parent Input Meeting Evaluation
- Parent Input Meeting PowerPoint
- Parent Input Meeting Recording Template
- Parent Input Meeting Minutes Checklist
- Parent and Family Engagement Plan Template
- Recording of Technical Assistance Chat held April 6th
- Principal Assurance of Compliance Item KIA-1